

ARTICLE 4. PUPIL PERSONNEL SERVICES; STUDENT HEALTH TESTING; FOOD AND NUTRITION PROGRAMS;
EXTENDED SERVICES

Rule 1. Pupil Personnel Services; Guidelines, Administration, Program Services (*Repealed*)
(*Repealed by Indiana State Board of Education; filed Jun 19, 2000, 10:37 a.m.: 23 IR 2717*)

Rule 1.5. Student Services

511 IAC 4-1.5-1 Definitions

Authority: IC 20-19-2-8; IC 20-31-4-17

Affected: IC 20-31-4-6

Sec. 1. (a) The definitions in this section apply throughout this rule.

(b) "Credential" means a professional certificate or license issued to an individual by an agency of Indiana. For the purpose of this rule, the term does not include any of the various forms of credentials issued by professional associations.

(c) "Educational and career services" means services that assist students in identifying realistic and challenging futures and provide the support services to help in realizing those futures.

(d) "Elementary school" means grades 1 through 6.

(e) "Health services" means programs and services that promote and protect the health, safety, and well-being of students to assure a healthy environment that nurtures academic growth.

(f) "Secondary school" means grades 7 through 12.

(g) "Student assistance services" means services that prevent or alleviate problems that interfere with student learning.

(h) "Student services" means:

(1) educational and career services;

(2) student assistance services; and

(3) health services.

(i) "Student services personnel" means persons who provide educational and career services, student assistance services, or health services and who hold credentials in the areas of:

(1) school counseling for educational and career services;

(2) school counseling, school psychology, or school social work (master's level) for student assistance services; or

(3) registered nursing for health services.

(*Indiana State Board of Education; 511 IAC 4-1.5-1; filed Jun 19, 2000, 10:37 a.m.: 23 IR 2715*)

511 IAC 4-1.5-2 Personnel

Authority: IC 20-19-2-8; IC 20-31-4-17

Affected: IC 20-31-4-6

Sec. 2. (a) Student services personnel shall hold appropriate credentials.

(b) The following ratios are recommended for providing student services:

(1) For elementary educational and career services, one (1) school counselor for every six hundred (600) students enrolled in grades 1 through 6 in the corporation.

(2) For secondary school educational and career services, one (1) school counselor for every three hundred (300) students enrolled in grades 7 through 12 in the corporation.

(3) For student assistance services, one (1) school counselor, school psychologist, or master's level school social worker for every seven hundred (700) students enrolled in the corporation.

(4) For health services, one (1) registered nurse for every seven hundred fifty (750) students enrolled in the corporation.

(*Indiana State Board of Education; 511 IAC 4-1.5-2; filed Jun 19, 2000, 10:37 a.m.: 23 IR 2715*)

511 IAC 4-1.5-3 Records

Authority: IC 20-19-2-8; IC 20-31-4-17

Affected: IC 5-14-3; IC 5-15-6; IC 20-31-4-6

Sec. 3. All records shall be maintained, released, and destroyed in accordance with:

(1) the provisions of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g and the regulations at 34 CFR 99) and the Indiana Public Records Act (IC 5-14-3); and

(2) records retention schedules and regulations of the county commission of public records under IC 5-15-6.

(Indiana State Board of Education; 511 IAC 4-1.5-3; filed Jun 19, 2000, 10:37 a.m.: 23 IR 2715)

511 IAC 4-1.5-4 Educational and career services

Authority: IC 20-19-2-8; IC 20-31-4-17

Affected: IC 20-31-4-6

Sec. 4. (a) School corporations shall provide educational and career services at the secondary school level. Secondary school educational and career services shall be coordinated by a certified school counselor.

(b) School corporations should provide educational and career services at the elementary school level.

(c) Educational services shall include, but are not limited to, the following:

(1) Admission and orientation, which includes developing and implementing a systematic program for the:

(A) orientation of prospective students; and

(B) orderly transfer of students in and out of the school.

(2) Study skills and tutoring, which includes:

(A) assisting teachers in developing student study skills through a planned sequence of instruction; and

(B) arranging tutoring services through the school or private tutors as needed.

(3) Achievement testing, which includes:

(A) assisting teachers with the administration of local, state, and national group achievement testing programs;

(B) providing individual achievement testing to students when needed; and

(C) assisting teachers and administrators in interpreting and reporting the results of achievement tests to students, parents, and the community.

(4) Advising and scheduling, which includes:

(A) assisting students in planning a meaningful program of studies leading to appropriate educational and career placements; and

(B) ensuring that all staff who provide advisory services are knowledgeable of the school corporation's philosophy and procedures for course selection or placement.

(d) Career services shall include, but are not limited to, the following:

(1) Career education, which includes providing a planned sequence of instruction in career education based on written proficiencies for all students in grades 1 through 12 in coordination with other schools in the corporation.

(2) Career information, which includes disseminating current educational and occupational information to staff, parents, and community members, as well as to students.

(3) Career assessment, which includes:

(A) administering interest inventories or other career assessment instruments to all students at least once during their school careers; and

(B) interpreting and reporting the results of career interests inventories to students, parents, and teachers.

(4) Career planning, which includes providing assistance to students either through an advisory program or other small group presentations to help them develop educational and career plans.

(5) Placement and follow-up, which includes:

(A) assisting students with:

(i) making choices;

(ii) learning about educational opportunities; and

(iii) making referrals to placement agencies, including when students:

(AA) are enrolled;

(BB) leave school prematurely; and

(CC) graduate; and

(B) conducting periodic follow-up studies of graduates to learn their degree of success in postsecondary endeavors.

(Indiana State Board of Education; 511 IAC 4-1.5-4; filed Jun 19, 2000, 10:37 a.m.: 23 IR 2715)

511 IAC 4-1.5-5 Student assistance services

Authority: IC 20-19-2-8; IC 20-31-4-17

Affected: IC 20-31-4-6

Sec. 5. (a) School corporations shall provide student assistance services at the elementary and secondary school levels.

(b) Student assistance services shall be coordinated by a:

- (1) certified school counselor;
- (2) certified school psychologist; or
- (3) certified school social worker (master's level).

(c) Student assistance services shall include, but are not limited to, the following:

(1) Prevention, which includes:

- (A) assisting teachers and parents in delivering the health and social studies proficiencies of the school curricula;
- (B) collaborating with community resources to develop summer and extended school programs to meet the social and recreational needs of students; and
- (C) educating school staff and parents on the developmental needs and behavioral management of students.

(2) Assessment, which includes:

- (A) educating school staff and parents to identify and refer students who are experiencing problems that interfere with student learning;
- (B) obtaining and interpreting data on student needs; and
- (C) implementing the school's policies and procedures with regard to identifying and referring students with their families who are in need of special services.

(3) Intervention, which includes:

- (A) providing brief individual and group counseling to students and families who need help with personal concerns or developmental problems; and
- (B) providing consultation services to school staff and parents regarding strategies for helping students cope with personal and social concerns.

(4) Referral, which includes:

- (A) implementing policies and procedures for referring students and families to student assistance services and to community agencies for intensive counseling or other specialized services not available from the school;
- (B) disseminating a directory of community services and resources; and
- (C) creating a system to monitor referrals to ensure that students and families receive services in a timely and appropriate manner.

(Indiana State Board of Education; 511 IAC 4-1.5-5; filed Jun 19, 2000, 10:37 a.m.: 23 IR 2716)

511 IAC 4-1.5-6 Health services

Authority: IC 20-19-2-8; IC 20-31-4-17

Affected: IC 20-31-4-6

Sec. 6. (a) School corporations shall provide health services at the elementary and secondary school level.

(b) Except as provided in subsection (c), a school corporation shall employ at least one (1) registered nurse who holds a bachelor of science in nursing and who shall coordinate health services.

(c) A school corporation may employ a registered nurse who does not hold a bachelor of science in nursing to coordinate health services under the following circumstances:

(1) The registered nurse was employed by the school corporation on June 30, 2000, to coordinate health services.

(2) The registered nurse has been continuously employed in the same position since June 30, 2000.

(d) Health services include, but are not limited to, the following:

(1) Prevention, which includes:

- (A) creating a safe and healthful school environment through a continuous health program for all students;
- (B) employing principles of learning and appropriate teaching in the delivery of health education; and
- (C) acting as a resource to students, families, staff, and the community regarding:
 - (i) health services;
 - (ii) health education; and
 - (iii) a healthy environment.

(2) Assessment, which includes:

- (A) maintaining a continuous health program for all students through implementing and monitoring health services

- in accordance with laws, regulations, and standards of practice; and
- (B) using the nursing process to collect, interpret, and record information about the health, developmental, and educational status of students to determine a nursing diagnosis and develop health care plans.
- (3) Intervention, which includes:
 - (A) implementing and monitoring a system for the provision of health services and emergency care;
 - (B) providing individual and group counseling to students and staff in health related matters; and
 - (C) communicating with parents and collaborating with others to facilitate the continuity of services and care.
- (4) Referral, which includes:
 - (A) utilizing appropriate health care personnel and health care resources to meet individual student needs;
 - (B) evaluating student and family responses to nursing actions and referrals; and
 - (C) coordinating health services with:
 - (i) families;
 - (ii) other school programs;
 - (iii) in-school professionals;
 - (iv) school-based resources; and
 - (v) community-based resources.

(Indiana State Board of Education; 511 IAC 4-1.5-6; filed Jun 19, 2000, 10:37 a.m.: 23 IR 2716)

511 IAC 4-1.5-7 Crisis intervention plans

Authority: IC 20-19-2-8; IC 20-31-4-17

Affected: IC 20-31-4-6

Sec. 7. Each school corporation shall, in concert with the emergency preparedness plan developed under 511 IAC 6.1-2-2.5, develop a crisis intervention plan for the school corporation and for each school in the school corporation. The plan, which should be developed by student services personnel in conjunction with school administrators and community crisis intervention personnel, shall include crisis management and intervention provisions. *(Indiana State Board of Education; 511 IAC 4-1.5-7; filed Jun 19, 2000, 10:37 a.m.: 23 IR 2717)*

511 IAC 4-1.5-8 Student services program management

Authority: IC 20-19-2-8; IC 20-31-4-17

Affected: IC 20-31-4-6

Sec. 8. (a) Program management activities, which are necessary to ensure that the student services program is relevant, efficient, and accountable, may be performed at the school or corporation level and should be the responsibility of a person who holds a credential in a student services area or an administrator.

(b) Program management activities shall include, but are not limited to, the following:

- (1) Conducting needs assessments to serve as a basis for program development.
- (2) Creating and using an advisory board, consisting of staff, parents, students, and community representatives, to advise and support the student services program.
- (3) Developing, in conjunction with school corporation administrators, policies and procedures for each service area for approval by the governing body of the school corporation.
- (4) Coordinating services:
 - (A) within the school;
 - (B) among the schools in the corporation; and
 - (C) between the schools and the community.

(5) Creating an evaluation system for personnel and services that is based in part on student outcomes.

(Indiana State Board of Education; 511 IAC 4-1.5-8; filed Jun 19, 2000, 10:37 a.m.: 23 IR 2717)